

Kentucky Student Information (KSIS) End-of-Year Training  
KDE State Board Room (125), Capital Plaza Tower, 500 Mero Street, Frankfort and KDE Media Portal Webcast  
April 20 and 21, 2016  
**A G E N D A**

Wednesday, April 20				
Start	End	Duration	Session	Presenter
(Eastern Time)			<b>Webcast and resource information</b>	
			<ul style="list-style-type: none"> <li>➤ KDE Media Portal: <a href="http://mediaportal.education.ky.gov/watch-live/">http://mediaportal.education.ky.gov/watch-live/</a></li> <li>➤ To ask questions during the training, click: <a href="https://app.gosoapbox.com/">https://app.gosoapbox.com/</a> Access Code: KDEDData</li> <li>➤ To download training slides, go to the <a href="#">KSIS Training webpage</a>.</li> </ul>	
9:30 a.m.	9:35	0:05	<b>Welcome &amp; housekeeping</b> Webcast and GoSoapBox tips, training resources, and EILA credit requirements	<a href="#">Becky Jenkins</a> Office of Knowledge, Information and Data Services (KIDS), Enterprise Data Division 502-564-2020 x 2475
9:35	10:20	0:45	<b>KTS Data Exchange: Troubleshooting Tips for Grade Sync Issues</b> The proper setup at the technical school and the high school, common issues and how to successfully troubleshoot those issues.	<a href="#">Tanya Fluke</a> Office of Career and Technical Education (OCTE), Division of Technical Schools and Federal Programs 502-564-4286 x 4205
10:20	11:05	0:45	<b>KTS Data Exchange: Attendance Procedures for Technical &amp; High Schools &amp; Attendance Sync Option</b> The new optional KTS Data Exchange feature of syncing unknown attendance from the technical school to the home high school processing the next day; will also focus on attendance procedures for technical school and high school attendance clerks associated with the KTS data exchange.	<a href="#">Tanya Fluke</a> & <a href="#">Garnetta Barnette</a> OCTE, Division of Technical Schools and Federal Programs 502-564-3472 x 4205 Office of Administration and Support (OAS), Division of District Support 502-564-5279 x 4419
11:05	11:15	0:10	<b>Break</b>	
11:15	11:35	0:20	<b>Boost KEES \$\$\$ with correct course settings and transcript entries</b> Use of Course Difficult Level on courses, course master and transcript entries to indicate AP, Dual Credit and IB courses to ensure correct calculation of GPA from the KEES Extract and KEES Scholarship.	<a href="#">Jennifer Pusateri</a> & <a href="#">Lisa Keeter</a> ONGL, Division of Learning Services 502-564-4970 x 4116 KIDS, Enterprise Data Division 502-564-2020 x 2462
11:35	11:55	0:20	<b>District and School Collection Repository DASCRC</b> This session will review the procedures associated with the District and School Collection Repository (DASCRC). DASCRC is used to request a new school number, update school information or close a school.	<a href="#">Rodney Bennett</a> Office of Administrative & Support, Division of District Support 502-564-5279 x 4449
11:55	12:15 p.m.	0:20	<b>CIITS</b> This session will review Campus setup for proper job category assignment in the Educator Development Suite (EDS) in CIITS. Campus setup for the KTS district will be reviewed as well as how to view students after the end of the school year.	<a href="#">Michael Spence</a> KIDS, Enterprise Data Division 502-564-2020 x 2273
12:15	1:00	0:45	<b>Break</b>	
1:00	4:30		<b>KDE/District Meetings</b> This time is available for individual meetings with KDE staff based on availability. Submit your request indicating topic you would like to discuss to the <a href="#">KDE Data Request mailbox</a> . Meeting confirmations will be sent to the requestor.	<a href="mailto:kdedatarequest@education.ky.gov">kdedatarequest@education.ky.gov</a>
4:30			<b>Adjourn</b>	

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9:30 a.m.	9:35	0:05	<b>Welcome &amp; housekeeping</b> Webcast and GoSoapBox tips, training resources, and EILA credit requirements	<a href="#">Becky Jenkins</a> KIDS, Enterprise Data Division 502-564-2020 x 2475
9:35	10:05	0:30	<b>IC/POS Data Synchronization</b> Prepare IC to accept meal statuses for upcoming school year and ensure meal status data is correct in the current school year.	<a href="#">Brad Blunt</a> OAS, Division of District Support 502-564-5279 x 4932
10:05	10:35	0:30	<b>SEEK At Risk ADM</b> Provides a basic overview of SEEK At Risk ADM report.	<a href="#">Brad Blunt &amp; Samantha Engstrom</a> OAS, Division of District Support Brad: 502-564-5279 x 4932 Samantha: 502-564-5279 x 4434
10:35	10:50	0:15	<b>Break</b>	
10:50	11:00	0:10	<b>Gifted and Talented: Validation Tools and Data Verification</b> This session will discuss and serve as a reminder of recent training provided to GT coordinators regarding records clean-up.	<a href="#">Leann Pickerill</a> Office of Next Generation Learners (ONGL), Division of Learning Services 502-564-4970 x 4120
11:00	11:30	0:30	<b>Intervention Tab: End-of-Year Procedures</b> Overview of end of year data entry requirements for the Intervention Tab in Campus, review common mistakes, and reports that districts and schools can pull to check for errors.	<a href="#">Jarrod Slone</a> ONGL, Division of Learning Services 502-564-4970 x 4117
11:30	1:00 p.m.	1:30	<b>Lunch Break</b>	
1:00	1:45	0:45	<b>Original and Amended School Calendars</b> Review requirements and procedures for annual submission of original and amended school calendars and updates for use of new Day Event codes	<a href="#">Cheri Meadows &amp; Garnetta Barnette</a> OAS, Division of District Support Cheri - 502-564-5279 x 4451 Garnetta - 502-564-5279 x 4419
1:45	2:30	0:45	<b>SAAR Submission</b> Requirements for submission of the Superintendent's Annual Attendance Report (SAAR) by June 30; common errors and questions	<a href="#">Ronda Devine</a> OAS, Division of District Support 502-564-5279 x 4444
2:30	2:45	0:15	<b>Break</b>	
2:45	3:30	0:45	<b>Homeless Education</b> Homeless data entry requirements in Campus, an overview of FAQs and detail reporting requirements for homeless data collection.	<a href="#">Helen Jones &amp; Cathy Lazarin</a> Office of Next Generation Schools & Districts Division of Consolidated Plans & Audits Helen - 502-564-3791 x 4070 Cathy - 502-564-3791 x 4006
3:30	4:10	0:40	<b>Graduates - Updating end status, graduation tab and SDRR Cohort Reports</b> Updating enrollment end status, entering data on the graduation tab and the SDRR Cohort Reports	<a href="#">Tina Logan</a> Office of Assessment and Accountability (OAA), Division of Assessment and Design Implementation 502-564-9853 x 4740
4:10			<b>Adjourn</b>	